	Control of Position Description and Table of Organization Procedure		Document No. : TWD-QP-AGS-003
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1.0 OBJECTIVE

This procedure describes the process for the revision and approval of Position Description and Table of Organization of Tanza Water District.

2.0 SCOPE

This procedure covers the process from the request, review, approval and implementation of the Position Description and Table of Organization aligned in accordance with the requirements of ISO 9001:2015 Quality Management System.

3.0 DEFINITION OF TERMS

- 3.1 Position Description – A broad, general, and written statement of specific job, based on the findings of a job analysis. It generally includes duties, purpose, responsibilities, scope, and working conditions of a job along with the job’s title, and the name or designation of the person to whom the employee reports. Job Description usually forms the basis of job specification.
- 3.2 Table of Organization – is a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.
- 3.3 OSSP – Organizational Structure and Staffing Pattern
- 3.4 AGSD – Administrative and General Services Division
- 3.5 LWUA – Local Water Utilities Administration


4.0 REFERENCE DOCUMENTS

- 4.1 Control of Documented Information Procedure
- 4.2 Human Resource Management Procedure
- 4.3 Revised Local Water District Manual on Categorization, Re-Categorization and Other Related Matters (LWD-MaCRO)

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Board of Directors shall be responsible for the final approval of the Table of Organization.
- 5.2 The General Manager shall be responsible for the final approval of the Position Descriptions.
- 5.3 The Human Resource Unit of the Administrative and General Services Division (AGSD) shall be responsible for the communication of changes of the Table of Organization to the employee of Tanza Water District.

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- 5.4

The Immediate Supervisor shall be responsible for the drafting of Position Descriptions.
- 5.5

The Division Manager of the AGSD shall be responsible for the review of the drafted Position Descriptions.
- 5.6

The Member of the Board shall be responsible for the review of the Table of Organization.
- 6.0

PROCEDURE DETAILS
- 6.1

General Guidelines
- 6.1.1

The Organizational Structure and Staffing Pattern (OSSP) and the position descriptions of all the plantilla positions depend on the category of the water district. The Local Water Utilities Administration (LWUA) is responsible in evaluating and determining under what category a water district can be classified considering all the prescribed requirements and parameters based on the existing rules as per Revised Local Water District Manual on Categorization, Re-Categorization and Other Related Matters (LWD-MaCRO).
- 6.1.2

After having been evaluated, LWUA will issue a certification stating what category the water district is classified and its effectivity date.
- 6.1.3

The water district will then submit documents to Department of Budget and Management (DBM) to request for the adoption of the new category. This shall include the proposed Organizational Structure and Staffing Pattern (OSSP) and the position descriptions, financial documents, request letter, justification letter, matrix of proposed plantilla positions, Board Resolutions etc.
- 6.1.4

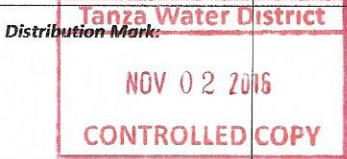
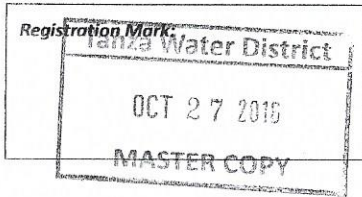
The DBM will then evaluate the request and if found in accordance with the Revised Manual on LWD-MaCRO and other existing rules, shall issue approval of the OSSP.
- 6.1.5

The water district shall then implement the new approved OSSP and submit a copy of such to the Civil Service Commission.

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6.2 Revision of the Organizational Chart

Process Flow	In-charge	Process Description	Records
Start			
Evaluation	Division Managers and General Manager	Shall evaluate the need for the revision of the organizational chart along with the plantilla of personnel. <i>Note:</i> Revision would include abolition or reclassification of existing positions or creation of new positions.	
Drafting	Division Manager of AGSD	Shall draft the proposed revision.	Organizational Chart
Presentation	Division Manager of AGSD	Shall present the revised Organizational Chart to the General Manager and then to the Board of the Directors.	Organizational Chart
Approval	Board of Directors	Shall approve the revised Organizational Chart	
Finalization	Division Manager of AGSD and General Manager	Shall finalize the organizational chart and discuss the finalized revision to the division heads.	
Request	Division Manager of AGSD	Shall submit request for the revision of the plantilla of positions and organizational chart to DBM.	
Secure Transmittal	Division Manager of AGSD	Shall secure a transmittal form to have a proof of receipt of the document.	
Transmit to CSC	Division Manager of AGSD	Upon approval of the DBM, shall transmit duplicate copy to the CSC.	
End			



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6.3 Update of Organizational Chart

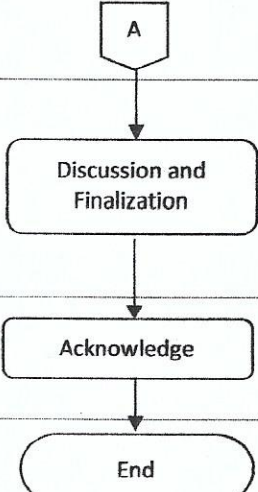
Process Flow	In-charge	Process Description	Records
Start			
Update	Division Manager of AGSD	Shall update the organizational chart annually together with the plantilla of positions, which is submitted to DBM every first month of the year. <i>Note:</i> Update of organizational chart may also be done whenever necessary.	Organizational Chart
Approval	General Manager	Shall approve the updated organizational chart.	Organizational Chart
Filing	Division Manager of AGSD	Shall file a copy of the approved organizational chart.	
End			

6.4 Processing of Position Descriptions

6.4.1 Job Order Employees

Process Flow	In-charge	Process Description	Records
Start			
Draft PDF	Concerned Division Manager	Shall draft the Position Description of the position to be filled-up by newly hired job order employee.	Position Description
A			

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	Concerned Division Manager and Division Manager of AGSD	Shall discuss and finalize the drafted Position Description.		Position Description
	Employee	Shall acknowledge the approved position description upon signing the Job Order Contract.		Position Description

6.4.2 Permanent Employees

Process Flow	In-charge	Process Description	Records
Start			
Draft PDF	Concerned Division Manager	Shall draft the Position Description Form (PDF) of the position to be reclassified or created.	PDF (CSC Form No. 1)
Discussion and Finalization	Concerned Division Manager and Division Manager of AGSD	Shall discuss and finalize the drafted Position Description.	PDF (CSC Form No. 1)
Approval	General Manager	Shall approve the Position Description.	PDF (CSC Form No. 1)
Submission to DBM	Division Manager of AGSD	Shall submit necessary documents for the request for reclassification or creation of new positions to DBM. (including PDF)	
Transmit to CSC	Division Manager of AGSD	Upon approval of DBM, transmit a copy to the CSC.	PDF (CSC Form No. 1)
End			

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6.5 Reports

Reports	Frequency	Responsible
Approved Table of Organization	As need arises	Division Manager of AGSD

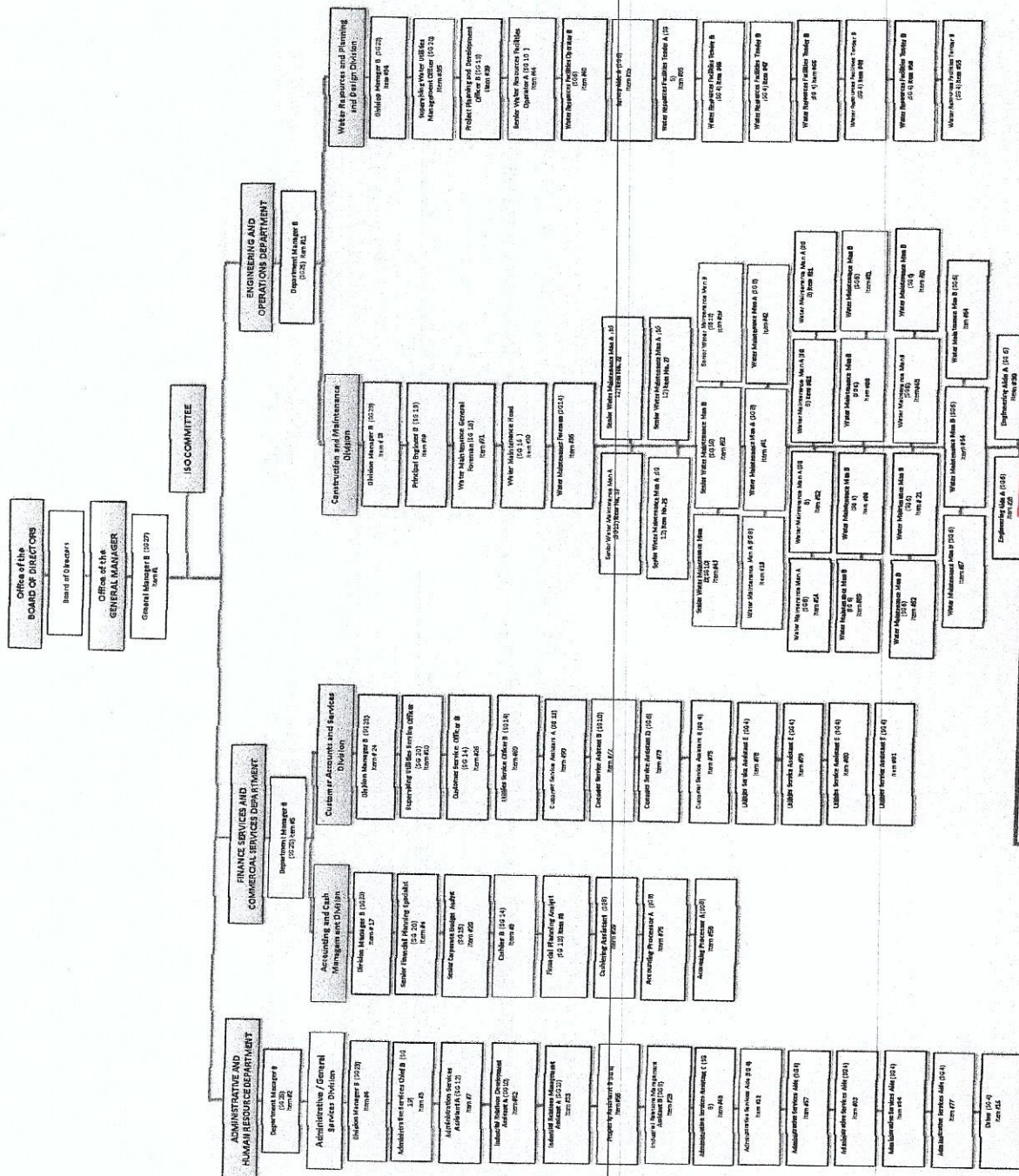
7.0 PERFORMANCE INDICATORS

7.1 All position description of each employee is distributed and understood prior deployment.

8.0 ATTACHMENTS AND FORMS

8.1 Form 1 – Position Description Form

8.2 Table 1 – Table of Organization

[illegible]

1 NAME OF EMPLOYEE			
[Family Name]		[Given Name]	[Middle Name]
2 DEPARTMENT, CORPORATION OR AGENCY / LOCAL GOVERNMENT TANZA WATER DISTRICT		3 BUREAU OF OFFICE	
4 DEPARTMENT / BRANCH / DIVISION		5 WORK STATION / PLACE OF WORK	
6 PRES. APPROP. ACT / BOARD RES. ORD. NO. ITEM NO.	PREV. APPROP. ACT / BOARD RES. RES. / ORD. NO. ITEM NO.	7 SALARY AUTHORIZED ACTUAL	7B OTHER COMP Compensation ACA PERA
8 OFFICIAL DESIGNATION OF POSITION		9 WORKING OR PROPOSED TITLE	
10 WAPCO Classification of Position		11 OCCUPATIONAL TITLE [Leave Blank]	
12 FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNITS / CLASS			
MUNICIPAL / / CITY / / PROVINCE / /			
1st / / 2nd / / 3rd / / 4th / / 5th / / 6th / /			
13 STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.			
PERCENT OF WORKING TIME		DUTIES AND RESPONSIBILITIES	
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14 POSITION TITLE OF IMMEDIATE SUPERVISOR			15 POSITION OF NEXT HIGHER SUPERVISOR		
16 NAMES, TITLE AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (If more than 7, list only by their item nos. and titles)					
17 MACHINES, EQUIPMENTS, TOOLS, etc., used regularly in performance of work.					
18 CONTACTS			19 WORKING CONDITIONS		
	Occasional	Frequent		Occasional	Frequent
General Public	/ /	/ /	Normal Working Condition	/ /	/ /
Other Agencies	/ /	/ /	Field Work	/ /	/ /
Supervisor	/ /	/ /	Field Trips	/ /	/ /
Management	/ /	/ /	Expose to varied weather	/ /	/ /
Others (specify)	/ /	/ /	Others (specify)	/ /	/ /
20 I CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE					
Date			Signature of Employee		
TO BE FILLED UP BY IMMEDIATE SUPERVISOR					
21 Describe briefly the general functions of the Unit or Section.					
22 Describe briefly the general function of the position.					
23 Indicate the required qualifications by years and kind of education considered in filling up a vacancy to this position. (Keep the position in mind rather than the qualifications of the incumbent). This item should be filled for all positions other than the reaching.					
Education : Training : Experience :					
24 License or certification required to do this work, if any.					
25 I HEREBY CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE.					
Date			Signature and Title of Immediate Supervisor		
26 APPROVED:					
Date			Head of Agency		